



Request for Personal Services Contractor

USAID Office of Transition Initiatives

Position Title: Deputy Country Representative/Senior Deputy Country Representative - Syria
Solicitation Number: SOL-OTI-17-000036
Salary Level: GS-13 Equivalent: \$74,584 - \$96,958
GS-14 Equivalent: \$88,136 - \$114,578
Issuance Date: April 12, 2017
Closing Date: April 27, 2017
Closing Time: 1:00 P.M. Eastern Time

Dear Prospective Applicants:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens to provide personal services as a Deputy Country Representative/Senior Deputy Country Representative - Syria under a personal services contract, as described in the attached solicitation.

Submittals must be in accordance with the attached information at the place and time specified. Applicants interested in applying for this position **MUST** submit the following materials:

1. Complete resume. In order to fully evaluate your application, your resume must include:
 - (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**
 - (b) Specific duties performed that fully detail the level and complexity of the work.
 - (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
 - (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
 - (e) U.S. Citizenship.

Note: Your resume should contain explicit information to make a valid determination that you fully meet the experience requirements as stated in this solicitation for each grade level(s) for which you are applying. Applicants must specify in their application materials whether they would like to be considered for the GS-13 or GS-14. Applicants who would like to be considered for both the GS-13 and GS-14 positions should submit separate applications specifying which grade level in the submission. Applicants will only be considered for the

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grade level specified in the submission. The application will be considered for the lower grade level if the applicant does not specify the grade level in the submission. Applicants who are unsure of which grade level they meet the minimum qualifications for should submit separate applications for the GS-13 and the GS-14 positions. This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing:

Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

NOTE: The Evaluation Factors are worth 60 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

3. USPSC Application form AID 302-3. Applicants are required to complete and sign the form. This form must be physically signed. Electronic signatures will not be accepted.

Additional documents submitted will not be accepted. Incomplete or late applications will not be considered. Your complete resume and the supplemental document addressing the EFs must be mailed or emailed to:

Office of Transition Initiatives
529 14th Street, NW, Suite 300
Washington, DC 20045
E-Mail Address: OTIjobs@usaid.gov

Applicants can expect to receive a confirmation email when application materials have been received. Applicants should retain for their records copies of all enclosures which accompany their applications. Applicant resources are available at www.otijobs.net/#!guidance-for-applying/c1ggg. Any questions on this solicitation may be directed to:

OTI Recruitment Team
Telephone Number: (202) 836-7487
E-Mail Address: OTIjobs@usaid.gov
Website: www.OTIjobs.net

Sincerely,

Cristina Sylvia
Contracting Officer

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ATTACHMENT 1

Solicitation for U.S. Personal Services Contractor (PSC) Deputy Country Representative/Senior Deputy Country Representative

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** SOL-OTI-17-000036
- 2. ISSUANCE DATE:** April 12, 2017
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** April 27, 2017, 1:00 pm Eastern Time
- 4. POSITION TITLE:** Deputy Country Representative/Senior Deputy Country Representative
- 5. MARKET VALUE:** This position has been designated as a “tandem” position that, depending on the qualifications of the candidate, can be filled at either the GS-13 (\$74,584 - \$96,958 per annum) or GS-14 (\$88,136 - \$114,578 per annum) equivalent level, non-locality pay. Final compensation will be negotiated within the GS-13 or GS-14 equivalent levels based upon the selected candidate’s salary history, qualifications, previous relevant experience and work history, and educational background as reported on AID-302-3. For selected candidates whose salary has been established on a Federal pay scale (i.e. General Schedule) or its equivalent, the base salary (not including locality pay) of their grade/step will be the basis of the salary negotiation. **Salaries over and above the pay range will not be entertained or negotiated.**

The title of the position at the GS-13 level will be “Deputy Country Representative – Syria.” The title of the position at the GS-14 level will be “Senior Deputy Country Representative – Syria.”

Note: Applicants who submit an application for the GS-14 grade level, but do not meet the minimum qualifications as outlined in this solicitation and as reviewed by the Technical Evaluation Committee, will not be considered for the GS-13 position if they have not submitted a separate application for the GS-13 level. Similarly, applicants who apply for the GS-13 position even though they might meet the minimum qualifications for the GS-14 position will not be considered for the higher graded position if they have not submitted a separate application for the GS-14 position. Applicants who are unsure of which grade level they meet the minimum qualifications for should submit separate applications for the GS-13 and the GS-14 positions. The application will be considered for the lower grade level if the applicant does not specify the grade level in the submission.

- 6. PERIOD OF PERFORMANCE:** One year, with four one-year option periods.

START DATE: Within 45 days of receiving notification that required security and medical clearances have been obtained.

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- 7. PLACE OF PERFORMANCE:** Turkey
- 8. SECURITY LEVEL REQUIRED:** Secret
- 9. STATEMENT OF DUTIES**

POSITION DESCRIPTION

BACKGROUND

USAID's Office of Transition Initiatives (OTI) is seeking highly motivated, highly qualified individuals who want the opportunity to help support rapid international transition programs for priority conflict-prone countries. Created in 1994 as a distinct operating unit within USAID, OTI helps local partners advance peace and democracy in politically-transitioning countries. In support of U.S. foreign policy, OTI seizes emerging windows of opportunity in the political landscape to promote stability, peace, and democracy by catalyzing local initiatives through adaptive and agile programming.

Countries experiencing a significant political transition in the midst of a disaster or emerging from civil conflict have unique needs that cannot be fully addressed by traditional disaster relief. Timely and effective assistance to promote and consolidate peaceful, democratic advances can make the difference between a successful or a failed transition. OTI assists in securing peace by aiding indigenous, mostly non-governmental, civil society and media organizations. OTI uses such mechanisms as support for re-integration of ex-combatants into civilian society; development of initiatives to promote national reconciliation; identification of quick-impact community self-help projects to meet urgent economic needs; and aid to independent media outlets and community-based organizations to help promote informed debate and broaden public participation.

To respond quickly and effectively and meet its program objectives and mandate OTI retains a group of high level professionals and experts under U.S. Personal Services Contracts (USPSCs). These knowledgeable and skilled professionals make up the vast majority of the OTI work force and are at its forefront implementing and achieving the office's programmatic goals and objectives. There are several benefits that USPSCs may participate in, such as partial reimbursement for health and life insurance costs, as well as full coverage of workers' compensation, among other benefits. For more complete information on USPSC benefits, please see Section VI of this solicitation.

For more information about OTI and its country programs please see:
<http://www.usaid.gov/political-transition-initiatives>

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INTRODUCTION

The Deputy Country Representative/Senior Deputy Country Representative is a member of the DCHA/OTI Middle East Regional Team, reports to the OTI Syria Country Representative or designee, and is based in Ankara, Turkey. The incumbent will be required to travel within Turkey to Adana, Istanbul, and/or Gaziantep, and regionally as required. The Deputy Country Representative's principal responsibility will be the stabilization portfolio for northeastern Syria. These efforts put the incumbent in an important role to inform the strategic direction and overall effectiveness of the program. The incumbent will also be called upon to represent OTI's mission and programs to senior-level government officials, in-country visitors, senior officials from other international organizations, bilateral donors and local government officials.

The OTI Syria program will support the larger objectives of the U.S. Government to promote stability and democracy in Syria. In close coordination with State Department representatives and other USG actors and with consideration of USG priorities, OTI's rapid and targeted programs will address emerging issues and empower local partners potentially to include non-governmental organizations, civil society groups, media outlets, and local and national government offices to reduce or mitigate conflict, increase transparency and accountability, and foster positive political change.

CORE FUNCTIONAL AREAS OF RESPONSIBILITY

DUTIES AND RESPONSIBILITIES

The work of the Deputy Country Representative/Senior Deputy Country Representative requires teamwork, the exercise of discretion, judgment, and personal responsibility. As a member of a highly operational office, the incumbent is willing and able to perform a wide range of administrative functions to help ensure programmatic success. The incumbent has a high level of integrity and attention to detail to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation. The incumbent is highly flexible and willing to work under conditions of ongoing change, and remains professional and respectful of colleagues and authority in a diverse workforce. She or he places a premium on the building of positive relationships with his or her respective team both in the field and in Washington, and with key stakeholders both in and outside of USAID. The incumbent is able to prioritize and complete tasks without follow-up by the supervisor, while also filling in gaps as needed to ensure the responsiveness of the team. The Deputy Country Representative is a strategic thinker, articulates innovative ideas, presents solutions, and is a positive role model for colleagues both in and outside of OTI.

Under the direct supervision of the DCHA/OTI Country Representative or his/her designee, the Deputy Country Representative/Senior Deputy Country Representative will perform the following duties:

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At the GS-13 Deputy Country Representative level:

- Provide strategic guidance and oversight to research and monitoring initiatives to understand the political environment, help target program interventions, verify delivery of assistance, and evaluate the effects of programming;
- Provide continued guidance on the identification and development of projects that meet OTI funding criteria, further OTI programmatic objectives, and complement other projects and programs implemented by other OTI offices, U.S. Government agencies and donor organizations;
- Represent OTI interests during meetings with USAID Mission personnel, U.S. Embassy staff, host-country government officials, international organizations, indigenous and international non-governmental organizations (NGOs), international donors, and others interested in DCHA/OTI activities;
- As requested by embassies or USAID Missions, provide support for the design and execution of programs that follow OTI's quick-impact programming model. Support to embassies and USAID Missions may include attendance and/or facilitation of program management processes for follow-on programming including rolling assessments, strategy review sessions, program performance reviews, and management reviews;
- Evaluate proposals and work with diverse groups, many of which have not previously had international funding;
- Assist the Country Representative in monitoring the performance of OTI implementing partners in the implementation of OTI-financed activities designed to achieve OTI strategic objectives;
- If required, travel extensively in low security areas of focus to monitor and assess political conditions, meet with potential grantees, and develop activity ideas;
- Mentor and train OTI and implementing partner field staff as required;
- Take the lead on collecting information and drafting/editing regular reporting products;
- When required, assume higher representational responsibilities, potentially serving as Acting OTI Country Representative in his/her absence;
- Perform a wide range of administrative functions (budget preparation, financial management, records management, travel assistance, etc.) to help ensure programmatic success;

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- Assist in developing an exit strategy in coordination with the OTI Country Representative that ensures reasonable time to transition from OTI programs to follow-on USAID or other donor programs;
- As appropriate, communicate regularly and share program information with other USAID project managers, the US Embassy, bilateral donors, UN Organizations, International Organizations, and indigenous and international NGOs to ensure visibility and synergy of USAID/OTI activities;
- Support the Country Representative to ensure the use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation;
- When required, report to the OTI Country Representative and OTI/Washington on the status of: 1) grant development and implementation, 2) OTI contractor performance, 3) Foreign Service National (FSN) staff support needs and morale, 4) communication and coordination issues among OTI offices with other U.S. Government entities, 5) security concerns, 6) relations with local partners including local, state and national government representatives, and 7) other pertinent information required to achieve OTI's program objectives;
- Assist the Country Representative in managing and/or supervising the FSN staff, including program officers, administrative assistants and drivers;
- Supervise staff as delegated by the Country Representative (e.g. Program Managers, Program Assistants, Administrative Program Assistants, etc.). Provide orientation, training, and mentoring for staff supervised; assign work, explain how duties are to be performed to meet expectations, and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets as well as training, travel, program and operations requests;
- Perform other related duties as determined by the supervisor or OTI Regional Team Leader to ensure successful OTI program implementation.

At the GS-14 Senior Deputy Country Representative level:

- Provide strategic guidance and oversight to research and monitoring initiatives to understand the political environment, help target program interventions, verify delivery of assistance, and evaluate the effects of programming;
- Represent OTI interests during meetings with USAID Mission personnel, U.S. Embassy staff, host-country government officials, international organizations, indigenous and

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international non-governmental organizations (NGOs), international donors, and others interested in DCHA/OTI activities;

- Provide continued guidance on the identification and development of projects that meet OTI funding criteria, further OTI programmatic objectives, and complement other projects and programs implemented by other OTI offices, U.S. Government agencies and donor organizations;
- As requested by embassies or USAID Missions, provide support for the design and execution of programs that follow OTI's quick-impact programming model. Support to embassies and USAID Missions may include attendance and/or facilitation of program management processes for follow-on programming including rolling assessments, strategy review sessions, program performance reviews, and management reviews;
- Evaluate proposals and grant concepts and work with diverse groups, many of which have not previously had international funding;
- Assist the Country Representative, and support/mentor other OTI field staff, in monitoring the performance of OTI implementing partners in the implementation of OTI-financed activities designed to achieve OTI strategic objectives;
- Travel to monitor and independently assess political conditions, implementing partner operational platforms, meet with potential grantees, senior host government and other program counterparts, and develop recommendations in response to evolving dynamics;
- Take the lead and/or mentor others on collecting and analyzing information, as well as, drafting/editing regular reporting products for internal and external audience;
- Regularly assume high-level representational responsibilities serving as a subject matter expert including, but not limited to potentially serving as Acting Country Representative in his/her absence;
- Perform a wide range of administrative functions including budget preparation, financial management, records management, and travel assistance, to help ensure programmatic success;
- Coordinate with the OTI Country Representative to develop an exit strategy that ensures reasonable time to transition from OTI programs to follow-on USAID or other donor programs;

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- Actively collaborate and share program information with other USAID project managers, the U.S. Embassy, bilateral donors, United Nations organizations, international organizations, and indigenous and international NGOs to ensure visibility and synergy of USAID/OTI activities;
- Support the Country Representative to ensure cross portfolio use of OTI systems and procedures to maintain effective and efficient management of funds, programming, and monitoring and evaluation;
- When required, report to the Country Representative and OTI/Washington on the status of: 1) grant development and implementation across the portfolio, 2) OTI contractors performance, 3) Foreign Service National (FSN) staff support needs and morale, 4) communication and coordination issues among OTI offices with other U.S. Government entities, 5) security concerns, 6) relations with local partners including local, state and national government representatives, and 7) other pertinent information required to achieve OTI's program objectives;
- As required by the Country Representative, assist in managing and/or supervising the FSN and expatriate staff, including regionally-based Deputy Country Representatives, program officers, administrative assistants and drivers;
- Supervise staff as delegated by the Country Representative, provide orientation, training, and mentoring for staff; assign work, explain how duties are to be performed to meet expectations, and communicate how the successful performance of those duties will be measured; evaluate staff performance; recognize good performance; communicate where performance needs to be improved; resolve complaints; and approve leave requests and timesheets, as well as training, travel, program and operations requests;
- Perform other related duties as determined by the supervisor or OTI Regional Team Leader to ensure successful OTI program implementation.

SUPERVISORY RELATIONSHIP:

Deputy Country Representative/Senior Deputy Country Representative will be supervised by the OTI Country Representative or his/her designee in the country of assignment. The incumbent is expected to take initiative, act independently, and manage his/her tasks with minimal supervision. Though this is a senior level field-based position, the incumbent is expected to actively and proactively collaborate with OTI/Washington leadership, and to fully utilize, embrace, and become an expert on OTI systems and processes. Failure to adequately perform the scope of work above and/or failure to take direction from the supervisor may result in corrective actions, including denial of step or grade increases, extension of contract probationary periods, performance improvement plans, and/or termination for the convenience of USAID/OTI.

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SUPERVISORY CONTROLS:

The supervisor will set overall objectives and resources available, and work with the employee to develop deadlines, projects, and work to be accomplished. The employee will be responsible for planning and carrying out assignments, resolving most conflicts, coordinating with others, and interpreting policy in terms of established objectives. Keeping the supervisor informed of progress, the employee may determine the approach to be taken and the methodology to be used. The supervisor will review completed work from an overall standpoint of feasibility, compatibility with other work, or effectiveness in meeting requirements.

10. PHYSICAL DEMANDS

PHYSICAL DEMANDS:

While in Turkey, the work is generally sedentary and does not pose undue physical demands. However, the position also requires travel throughout the country of assignment, which may involve some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds).

WORK ENVIRONMENT:

While in Turkey, the work is primarily performed in an office setting. However, the position also requires travel throughout the country of assignment, which may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

11. POINT OF CONTACT:

OTI Recruitment Team
529 14th Street, NW, Suite 300
Washington, DC 20045
Telephone Number: (202) 836-7487
E-Mail Address: OTIjobs@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

(Determines basic eligibility for the position. Applicants who do not meet all of the education and experience factors are considered NOT qualified for the position. **See detailed instructions for demonstrating Education/Experience under "Applying"**)

GS-13 Deputy Country Representative

At a **minimum**, the applicant must have:

- (1) A Master's Degree with **five (5) years** of work experience;

OR

- A Bachelor's Degree with **seven (7) years** of work experience;

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AND

- (2) **Five (5) years** of project management experience with a U.S. Government foreign affairs agency, international assistance organization, or non-governmental organization in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) **One (1) year** of overseas field experience working in a developing country, of which **six (6) months** must include experience working in one or more countries undergoing political transition;
- (4) **One (1) year** of supervisory experience (including mentoring, guiding, and training staff).

GS-14 Senior Deputy Country Representative

At a **minimum**, the applicant must have:

- (1) A Master's Degree with **seven (7) years** of work experience;

OR

A Bachelor's Degree with **nine (9) years** of work experience;

AND

- (2) **Six (6) years** of project management experience with a U.S. Government foreign affairs agency, international assistance organization, or non-governmental organization in community development, economic development, mediation/arbitration, conflict resolution, democracy and governance, international law, human rights activities, and/or political analysis;
- (3) **Two (2) years** of overseas field experience working in a developing country, of which **six (6) months** must include experience working in one or more countries undergoing political transition;
- (4) **One (1) year** of supervisory experience (including mentoring, guiding, and training staff).

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SELECTION FACTORS:

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a U.S. Citizen;
- Complete resume submitted. See cover page for resume requirements. Experience that cannot be quantified will not be counted towards meeting the solicitation requirements;
- Supplemental document specifically addressing how the candidate meets each of the Evaluation Factors submitted;
- Ability to obtain a SECRET level security clearance (**NOTE: Dual citizens may be asked to renounce second-country citizenship**);
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

A USAID Secret level security clearance and Department of State medical clearance are required prior to issuance of the contract for this position.

NOTE: If a full security investigation package is not submitted by the selected within 30 days after it is requested, the offer may be rescinded. If a security clearance is not able to be obtained within four months after the selected submits the initial security clearance documentation, the offer may be rescinded.

NOTE: The selected must obtain Department of State medical clearance within four months after offer acceptance. If medical clearance is not obtained within this period, the offer may be rescinded.

Due to anticipated program needs, individuals should be able to travel to post within 60 days after a contract is awarded.

III. EVALUATION FACTORS

EVALUATION FACTORS:

(Used to determine the competitive ranking of qualified applicants in comparison to other applicants. The factors are listed in priority order from highest to least.)

Applicants should cite specific, illustrative examples for each factor. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

- | | |
|-----------|---|
| Factor #1 | Demonstrated experience in the design, and monitoring and evaluation of dynamic political crisis and/or transition programs. |
| Factor #2 | Demonstrated experience interacting with, and representing organizations to U.S. Government agencies, donors, international organizations, and local counterparts, including beneficiaries. |

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Factor #3 Demonstrated leadership experience managing and guiding teams, including implementing partners within complex policy and security environments.

BASIS OF RATING: Applicants who clearly meet the Education/Experience Requirements and Selection Factors will be further evaluated based on scoring of the Evaluation Factor responses. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor. Be sure to include your name and the announcement number at the top of each additional page. Failure to specifically address the Selection and/or Evaluation Factors may result in your not receiving credit for all of your pertinent experience, education, training and/or awards.

The Applicant Rating System is as Follows:

Evaluation Factors have been assigned the following points:

Factor #1 – 20

Factor #2 – 20

Factor #3 – 20

Total Possible – 60 Points

Interview Performance – 40 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

The most qualified candidates may be interviewed, required to provide a writing sample, and demonstrate an ability to operate commonly used office applications. OTI will not pay for any expenses associated with the interviews. In addition, applications (written materials and interviews) will be evaluated based on content as well as on the applicant's writing, presentation, and communication skills. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, OTI reserves the right to forego the interview process. Professional references and academic credentials will be evaluated for applicants being considered for selection.

IV. APPLYING

Applications must be **received** by the closing date and time at the address specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 11**.

Qualified applicants are **required** to submit:

1. Complete resume. In order to fully evaluate your application, your resume must include:

(a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all overseas

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field experience must also be detailed. **Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements.**

- (b) Specific duties performed that fully detail the level and complexity of the work.
- (c) Names and contact information (phone and email) of your current and/or previous supervisor(s).
- (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments.
- (e) U.S. Citizenship.

Your resume should contain explicit information to make a valid determination that you fully meet the experience requirements as stated in this solicitation (for each grade level(s) for which you are applying. If you do not specify which grade level(s), your application will be considered at the lower grade level. This information should be clearly identified in your resume. Failure to provide explicit information to determine your qualifications for the position will result in loss of full consideration.

2. Supplemental document specifically addressing:

Each of the three (3) Evaluation Factors shown in the solicitation. Responses must be limited to 500 words per factor. Any additional words above the limit will neither be read nor scored.

NOTE: The Evaluation Factors are worth 60 out of 100 points. Applicants are required to address each of the Evaluation Factors in a separate document describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

3. USPSC Application form AID 302-3. Applicants are required to complete and sign the form. This form must be physically signed. **Electronic signatures will not be accepted.**

Additional documents submitted will not be accepted.

To ensure consideration of applications for the intended position, applicants must prominently reference the solicitation number in the application submission.

Applicant resources are available at www.otijobs.net/#!guidance-for-applying/c1ggg.

DOCUMENT SUBMITTALS

Via mail: Office of Transition Initiatives, 529 14th Street, NW, Suite 300, Washington, D.C. 20045

Via email: OTIjobs@usaid.gov

Please note in your document submittal where you heard about this position.

NOTE REGARDING GOVERNMENT OBLIGATIONS FOR THIS SOLICITATION

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This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the application.

NOTE REGARDING DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBERS AND THE SYSTEM FOR AWARD MANAGEMENT

All individuals contracted as US PSCs are required to have a DUNS Number. USAID will provide a generic DUNS Number.

For general information about DUNS Numbers and SAM, please refer to Federal Acquisition Regulation (FAR) Clause 52.204-6, Data Universal Numbering System (DUNS) Number and FAR 52.204-7, System for Award Management.

https://acquisition.gov/far/current/html/52_200_206.html or www.sam.gov.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms. Forms outlined below can found at <http://www.usaid.gov/forms/>

1. Declaration for Federal Employment (OF-306).
2. Medical History and Examination Form (DS-6561).
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85).
4. Finger Print Card (FD-258).

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)

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- (e) Eligibility for Worker's Compensation
- (f) Annual & Sick Leave

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas)

(a) Post Differential	Chapter 500 and Tables in Chapter 900.
(b) Living Quarters Allowance	Section 130.
(c) Temporary Lodging Allowance	Section 120.
(d) Post Allowance	Section 220.
(e) Supplemental Post Allowance	Section 230.
(f) Payments During Evacuation	Section 600.
(g) Education Allowance	Section 270.
(h) Separate Maintenance Allowance	Section 260.
(i) Danger Pay Allowance	Section 650.
(j) Education Travel	Section 280.

VII. TAXES

USPSCs are required to pay Federal Income Taxes, FICA, and Medicare

VIII. ACQUISITION & ASSISTANCE POLICY DIRECTIVES (AAPDS) AND CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCs

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which AAPDs and CIBs apply to this contract.

AAPD 06-10 – PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY

General Provision 28, MEDICAL EXPENSE PAYMENT RESPONSIBILITY
(OCTOBER 2006)

(a) Definitions. Terms used in this General Provision are defined in 16 FAM 116 available at <http://www.state.gov/m/a/dir/regs/fam/16fam/index.htm>. Note: Personal services contractors are not eligible to participate in the Federal Employees Health Programs.

(b) The regulations in the Foreign Affairs Manual, Volume 16, Chapter 520 (16 FAM 520), Responsibility for Payment of Medical Expenses, apply to this contract, except as stated below. The contractor and each eligible family member are strongly encouraged to obtain health insurance that covers this assignment. Nothing in this provision supersedes or contradicts any other term or provision in this contract that pertains to insurance or medical costs, except that section (e) supplements General Provision 25. “MEDICAL EVACUATION (MEDEVAC) SERVICES.”

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(c) When the contractor or eligible family member is covered by health insurance, that insurance is the primary payer for medical services provided to that contractor or eligible family member(s) both in the United States and abroad. The primary insurer's liability is determined by the terms, conditions, limitations, and exclusions of the insurance policy. When the contractor or eligible family member is not covered by health insurance, the contractor is the primary payer for the total amount of medical costs incurred and the U.S. Government has no payment obligation (see paragraph (f) of this provision).

(d) USAID serves as a secondary payer for medical expenses of the contractor and eligible family members who are covered by health insurance, where the following conditions are met:

(1) The illness, injury, or medical condition giving rise to the expense is incurred, caused, or materially aggravated while the eligible individual is stationed or assigned abroad;

(2) The illness, injury, or medical condition giving rise to the expense required or requires hospitalization and the expense is directly related to the treatment of such illness, injury, or medical condition, including obstetrical care; and

(3) The Office of Medical Services (M/MED) or a Foreign Service medical provider (FSMP) determines that the treatment is appropriate for, and directly related to, the illness, injury, or medical condition.

(e) The Mission Director may, on the advice of M/MED or an FSMP at post, authorize medical travel for the contractor or an eligible family member in accordance with the General Provision 10, Travel and Transportation Expenses (July 1993), section (i) entitled "Emergency and Irregular Travel and Transportation." In the event of a medical emergency, when time does not permit consultation, the Mission Director may issue a Travel Authorization Form or Medical Services Authorization Form DS-3067, provided that the FSMP or Post Medical Advisor (PMA) is notified as soon as possible following such an issuance. The contractor must promptly file a claim with his or her medevac insurance provider and repay to USAID any amount the medevac insurer pays for medical travel, up to the amount USAID paid under this section. The contractor must repay USAID for medical costs paid by the medevac insurer in accordance with sections (f) and (g) below. In order for medical travel to be an allowable cost under General Provision 10, the contractor must provide USAID written evidence that medevac insurance does not cover these medical travel costs.

(f) If the contractor or eligible family member is not covered by primary health insurance, the contractor is the primary payer for the total amount of medical costs incurred. In the event of a medical emergency, the Medical and Health Program may authorize issuance of Form DS-3067, Authorization for Medical Services for Employees and/or Dependents, to secure admission to a hospital located abroad for the uninsured contractor or eligible family member. In that case, the contractor will be required to reimburse USAID in full for funds advanced by USAID pursuant to the issuance of the authorization. The contractor may reimburse USAID directly or USAID may offset the cost from the contractor's invoice payments under this contract, any other contract the individual has with the U.S. Government, or through any other available debt collection mechanism.

(g) When USAID pays medical expenses (e.g., pursuant to Form DS-3067, Authorization for Medical Services for Employees and/or Dependents), repayment must be made to USAID either by

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insurance payment or directly by the contractor, except for the amount of such expenses USAID is obligated to pay under this provision. The Contracting Officer will determine the repayment amount in accordance with the terms of this provision and the policies and procedures for employees contained in 16 FAM 521. When USAID pays the medical expenses, including medical travel costs (see section (e) above), of an individual (either the contractor or an eligible family member) who is covered by insurance, that individual promptly must claim his or her benefits under any applicable insurance policy or policies. As soon as the individual receives the insurance payment, the contractor must reimburse USAID for the full amount that USAID paid on the individual's behalf or the repayment amount determined by the Contracting Officer in accordance with this paragraph, whichever is less. If an individual is not covered by insurance, the contractor must reimburse USAID for the entire amount of all medical expenses and any travel costs the contractor receives from his/her medevac provider.

(h) In the event that the contractor or eligible family member fails to recover insurance payments or transfer the amount of such payments to USAID within 90 days, USAID will take appropriate action to collect the payments due, unless such failure is for reasons beyond the control of the USPSC/dependent.

(i) Before departing post or terminating the contract, the contractor must settle all medical expense and medical travel costs. If the contractor is insured, he or she must provide proof to the Contracting Officer that those insurance claims have been submitted to the insurance carrier(s) and sign a repayment agreement to repay to USAID any amounts paid by the insurance carrier(s).